



## Legislation Details (With Text)

**File #:** 18-1756 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 11/1/2018 **In control:** Board of Supervisors  
**On agenda:** 12/4/2018 **Final action:** 12/4/2018  
**Title:** Human Resources Department recommending the Board approve and adopt the revised County-wide class specification: Sr. Administrative Analyst.  
**FUNDING:** N/A

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Sr. Administrative Analyst CLEAN 12-4-18, 2. B - Sr. Administrative Analyst REDLINE 12-4-18

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 12/4/2018 | 1    | Board of Supervisors | Approved | Pass   |

Human Resources Department recommending the Board approve and adopt the revised County-wide class specification: Sr. Administrative Analyst.

**FUNDING:** N/A

### DISCUSSION / BACKGROUND

In June 2016, the County engaged Koff and Associates (K&A) for the provision of professional services to design, conduct, and assist in recommending an implementation approach of a classification (Phase I) and compensation (Phase II) study for all County positions. The overall goals of the classification and compensation study included: developing a competitive and fiscally responsible pay and benefit structure that is based upon market data and meets the needs of the County with regards to recruitment and retention of qualified staff; ensuring employees be recognized for the level and scope of work performed, and that they are paid on a fair and competitive basis, and ensuring class specifications reflect current programs, responsibilities, and technology.

In September 2017, the Human Resources Department requested and received Board approval (Legistar # 16-0098) to implement, in phases, the County-Wide classification study.

The Human Resources Department has been working with departments (management and employees) and unions to finalize for Board consideration the newly-proposed class specifications. All sections in the class specifications were updated to better reflect the duties and responsibilities currently being performed and to be consistent with industry standards.

Please note that the following classification is used throughout the County; therefore, this class specification may be presented again, as additional revisions may be recommended by departments and/or unions in subsequent phases.

### County-Wide Classification

- Sr. Administrative Analyst
  - Class specification revisions only.

### **ALTERNATIVES**

The Board could choose not to approve and adopt the updated class specification and request that additional revisions be made.

### **PRIOR BOARD ACTION**

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The changes to this class specification will not result in any financial impact, as there is no corresponding personnel movement or changes to the compensation structure.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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